

## Program A: Administration

Program Authorization: R.S. 15:821-840.2 and R.S. 36:401-409

### PROGRAM DESCRIPTION

The mission of the Administration Program is to provide leadership, direction, and institutional support in the day-to-day management of the institution, including maintenance of American Correctional Association (ACA) accreditation. The goals of the Administration Program are:

1. Ensure that the unit operates safely, efficiently, and effectively through management's leadership, adherence to departmental regulations and procedures, and by meeting ACA standards.
2. Maintain a clean, well-groomed, and attractive environment at the unit that instills pride in both staff and inmates.
3. Effectively manage available resources to ensure maximum utilization and avoidance of budget deficits in accomplishing the unit's goals and objectives.

The Administration Program includes administration and institutional support activities. Administration includes the warden, institution business office, and ACA accreditation reporting efforts. Institutional support includes telephone expenses, utilities, postage, Office of Risk Management insurance, and lease-purchase of equipment. Administration and institutional support comprises approximately 3.49% and 6.19% respectively, of the total institution budget. The average cost per inmate day is approximately \$40.57.

### OBJECTIVES AND PERFORMANCE INDICATORS

Unless otherwise indicated, all objectives are to be accomplished during or by the end of FY 2001-2002. Performance indicators are made up of two parts: name and value. The indicator name describes what is being measured. The indicator value is the numeric value or level achieved within a given measurement period. For budgeting purposes, performance indicator values are shown for the prior fiscal year, the current fiscal year, and alternative funding scenarios (continuation budget level and Executive Budget recommendation level) for the ensuing fiscal year (the fiscal year of the budget document).

1. (KEY) To maintain ACA accreditation standards while continuing to provide services in the most economical, efficient, and effective way possible.

Strategic Link: This operational objective is related to the program's Strategic Goal I: *To ensure that the unit operates safely, efficiently, and effectively through management's leadership, adherence to departmental regulations and procedures, and by meeting ACA standards.*

Louisiana: Vision 2020 Link: Not applicable

Children's Cabinet Link: Not applicable

Other Link(s): Not applicable

L E V E L	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES					
		YEAREND PERFORMANCE STANDARD FY 1999-2000	ACTUAL YEAREND PERFORMANCE FY 1999-2000	ACT 11 PERFORMANCE STANDARD FY 2000-2001	EXISTING PERFORMANCE STANDARD FY 2000-2001	AT CONTINUATION BUDGET LEVEL FY 2001-2002	AT RECOMMENDED BUDGET LEVEL FY 2001-2002
K	Percentage of unit that is ACA accredited	100%	100%	100%	100%	100%	100%

## RESOURCE ALLOCATION FOR THE PROGRAM

Administration						
	<b>ACTUAL</b>	<b>ACT 11</b>	<b>EXISTING</b>	<b>CONTINUATION</b>	<b>RECOMMENDED</b>	<b>RECOMMENDED</b>
	<b>1999- 2000</b>	<b>2000 - 2001</b>	<b>2000 - 2001</b>	<b>2001 - 2002</b>	<b>2001 - 2002</b>	<b>OVER/(UNDER)</b>
						<b>EXISTING</b>
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$2,188,679	\$2,654,602	\$2,654,602	\$2,778,879	\$2,714,610	\$60,008
STATE GENERAL FUND BY:						
Interagency Transfers	0	0	0	0	0	0
Fees & Self-gen. Revenues	0	0	0	0	0	0
Statutory Dedications	0	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0
TOTAL MEANS OF FINANCING	<b>\$2,188,679</b>	<b>\$2,654,602</b>	<b>\$2,654,602</b>	<b>\$2,778,879</b>	<b>\$2,714,610</b>	<b>\$60,008</b>
EXPENDITURES & REQUEST:						
Salaries	\$668,270	\$721,529	\$921,529	\$794,427	\$962,364	\$40,835
Other Compensation	3,117	0	0	0	0	0
Related Benefits	110,206	113,126	113,126	96,993	119,026	5,900
Total Operating Expenses	1,402,764	1,790,532	1,590,532	1,860,944	1,630,205	39,673
Professional Services	0	0	0	0	0	0
Total Other Charges	3,495	3,015	3,015	3,015	3,015	0
Total Acq. & Major Repairs	827	26,400	26,400	23,500	0	(26,400)
TOTAL EXPENDITURES AND REQUEST	<b>\$2,188,679</b>	<b>\$2,654,602</b>	<b>\$2,654,602</b>	<b>\$2,778,879</b>	<b>\$2,714,610</b>	<b>\$60,008</b>
AUTHORIZED FULL-TIME						
EQUIVALENTS: Classified	21	21	21	21	21	0
Unclassified	0	0	0	0	0	0
TOTAL	<b>21</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>0</b>

## SOURCE OF FUNDING

This program is funded entirely with State General Fund.

## ANALYSIS OF RECOMMENDATION

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
<b>\$2,654,602</b>	<b>\$2,654,602</b>	<b>21</b>	<b>ACT 11 FISCAL YEAR 2000-2001</b>
			<b>BA-7 TRANSACTIONS:</b>
\$0	\$0	0	None
<b>\$2,654,602</b>	<b>\$2,654,602</b>	<b>21</b>	<b>EXISTING OPERATING BUDGET – December 15, 2000</b>
\$17,257	\$17,257	0	Annualization of FY 2000-2001 Classified State Employees Merit Increase
\$13,491	\$13,491	0	Classified State Employees Merit Increases for FY 2001-2002
\$101,673	\$101,673	0	Risk Management Adjustment
(\$26,400)	(\$26,400)	0	Non-Recurring Acquisitions & Major Repairs
(\$62,000)	(\$62,000)	0	Salary Funding from Other Line Items
\$15,987	\$15,987	0	Other Adjustments - Provides \$200/month pay increase for Correctional Security Officers and Probation and Parole Officers
<b>\$2,714,610</b>	<b>\$2,714,610</b>	<b>21</b>	<b>GRAND TOTAL RECOMMENDED</b>

The total means of financing for this program is recommended at 102.3% of the existing operating budget. It represents 97.7% of the total request (\$2,715,750) for this program. The increase in the recommended level of funding is due to the increase in Risk Management Premiums.

## PROFESSIONAL SERVICES

This program does not have funding for Professional Services for Fiscal Year 2001-2002.

## **OTHER CHARGES**

\$3,015 Allocation for the Comprehensive Public Service Training

**\$3,015 TOTAL INTERAGENCY TRANSFERS**

## **ACQUISITIONS AND MAJOR REPAIRS**

This program does not have funding for Acquisitions and Major Repairs for Fiscal Year 2001-2002.